



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, U.S. ARMY GARRISON, ALASKA AND FORT RICHARDSON (PROV)  
724 POSTAL SERVICE LOOP #6000  
FORT RICHARDSON, ALASKA 99505-6000

IMPA-FRA-ZA

30 June2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG-AK Policy on Equal Employment Opportunity (EEO) for Civilian Personnel (Policy #03-01)

1. Successful mission accomplishment can only be achieved in an environment infused with respect, dignity and fair treatment. Therefore, I am totally committed to providing equal opportunity to all employees and applicants for employment irrespective of race, sex, national origin, color, religion, disability or reprisal for engaging in prior protected activity.

2. Employment discrimination breaches the high Army standards of honesty and integrity, and puts the command at risk. Consequently, discriminatory conduct will not be tolerated. Managers, supervisors and employees in this command will be held accountable for full compliance with EEO laws. Engaging in or tolerating discriminatory behavior will result in leaders taking appropriate corrective action.

3. The civil rights laws protect individuals from discrimination and the EEO complaint process provides a forum for employees, applicants, and former employees to exercise their right to address acts of discrimination. Individuals who believe they are being *discriminated against in employment matters because of race, color, religion, sex (including sexual harassment), national origin, age, non-disqualifying physical/mental disability, and/or reprisal for previous EEO activity* have the right to initiate an EEO complaint within 45 calendar days of the discriminatory incident. For more information on the EEO complaint process or to initiate an EEO complaint, please contact your servicing EEO Office:

Fort Richardson  
Wanita Pressley  
(907) 384-2080

Fort Wainwright  
Sherry Hatcher  
(907) 353-9063

4. Equality of opportunity is a right mandated by law. When EEO complaints are filed, commanders, managers and supervisor are expected to make every effort to resolve complaints at the lowest level possible. MEDIATE, USAG-AK's mediation program provides an opportunity for creative, effective resolution and results in saving time, energy, and funds associated with protracted conflict and litigation. If mediation is offered and the individual filing the complaint elects to use mediation rather than

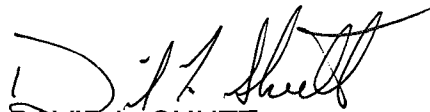
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traditional counseling, management officials have an affirmative duty to cooperate and engage in resolution discussions. MEDIATE does not substitute existing EEO complaint procedures, it supplements the process. If disputes are not resolved with MEDIATE, rights are retained to pursue redress through EEO complaint procedures. I strongly support and encourage use of the MEDIATE program to resolve EEO disputes within this organization.

5. In addition to full compliance of all civil rights employment laws, managers and supervisor are called upon to take proactive steps to prevent discrimination. The principles of sound management and equal opportunity are essential to attracting, developing and retaining a qualified and ready civilian workforce. It is crucial that managers incorporate the principles of EEO into their day-to-day operations and that all leaders work to establish a model EEO program. This includes examining all policies, practices, procedures and conditions where barriers may exist and taking immediate steps to eliminate the barrier and maximize opportunity for all.

6. EEO policy questions can be directed to Mae Marsh, USAG-AK EEO Officer, at 353-9156 or via email at [mae.marsh@us.army.mil](mailto:mae.marsh@us.army.mil).



DAVID L. SHUTT  
COL, AR  
Commanding

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